APRIL/MAY 2023

CNEN45 — LANGUAGE SKILLS AND COMMUNICATION – II

Time : Three hours Maximum : 75 marks

Shanmuga Industries Arts & Science College T.V.Malai

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions

1. Write a word that get people's attention in speech.

2. How do you start when giving instructions?

3. What do you mean by clarification in communication?

4. Write a phrase to refuse an invitation politely.

5. How do you apologize professionally?

6. How should you respond when you receive an apology letter?

7. How do you congratulate your friend for his best speech in TED TALKS?

8. Respond to a congratulations message.

9. You want to open the window in your classroom. How should you ask permission from your tutor?

10. How should you refuse a permission?

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions

11. (a) You are invited as guest to address a kid's school. How should you address them to grab their attention?

Or

(b) Give instructions to your classmates to fill the scholarship form.

12. (a) You want to go to your native. Request your friend in the hostel to look after your valuable things.

Or

(b) Write a few ways to ask for directions.

13. (a) You have made a mistake in your record notebook. Ask apology to your tutor.

Or

(b) Write a few ways to accept an apology.

14. (a) How to congratulate someone for winning in a game?

Or

(b) Congratulate your friend for his success.

15. (a) Ask permission to your mother for a movie.

Or

(b) Why asking permission politely is important?

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions

16. Invite a movie director to your college function.

17. Write a request letter to a company seeking information about their products.

18. Write an apology letter to your friend.

19. Write a congratulation letter to your mother on winning a first prize in cookery competition.

20. Write a permission letter to your father asking permission to join in NSS.